King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.04.001, **DOC Transfers**	Approved By:	Director John Diaz
	Effective Date:	January 28, 2022
	Reviewed By:	PRC
	Review Date:	January 14, 2022
Distribution:	Document Code No.	

Policy
It is the policy of the department to release inmates to the Washington State Department of Corrections (DOC) under proper legal conditions using procedures that ensure the security of the Jail and the welfare of the inmate.

References
Department Policies: 1.02.004, Inmate Funds
5.01.001, Intake Procedures
5.02.004, Booking Procedures

Definitions
Judgment and Sentence: A court order signed by a judge dictating findings and sentence length.
Warrant of Commitment: A judgment and sentence which includes a prosecutor's statement that must be certified by the Superior Court Clerk's office.
Warrant of Transfer: A judgment and sentence that includes a prosecutor's statement that must be certified by the Superior Court Clerk's office, is being appealed by the defendant, but is not being deferred until the resolution of the appeal.

A. DOC Transfers:

1. The Commitment Officer shall:
   a. Review judgments and sentences.
   b. Schedule inmates sentenced to more than one year for transfer to DOC.
   c. Commit charge(s) to DOC and change the charge status to INS (Institutional hold) in the electronic booking record.
   d. Add a charge note to include number of months committed to DOC.
   e. File a copy of the judgment and sentence in the inmate's booking packet.
   f. Add a JMS subject note indicating what charge number(s) have been committed to DOC.
   g. File the processed commitment in the "ready to transfer box" located in the commitment office.

2. Second Shift Officers shall:

   a. Prepare a list of DOC transfers the evening prior to the day of transfer.
   b. Forward a copy of the list to JHS, classification, bookkeeper and property.
3. The First Shift Officer shall:
   a. Prior to the arrival of the DOC transport bus, ensure all DOC transfers are staged in ITR.
   b. Assist DOC staff in the vehicular sally with the transfer of inmates onto the transport bus.
   c. Complete release coding procedures in the computer once the transport bus has left the facility.
   d. File the inmate's packets in the "out of custody" files.
4. The Pre-book officer shall process inmates returning from DOC following department policy 5.01.001, Intake Procedures.
5. The booking officer shall process inmates returning from DOC following department policy 5.02.004, Booking Procedures.
6. The Fiscal Specialist III shall mail all remaining funds of transferred inmates to DOC.
7. The Customer Service Specialist III (CSS III) in Property shall ensure the Disposition of Personal Property form (F-592) is completed and signed by the inmate(s) prior to transfer.

B. DOC Responsibilities

1. Search and dress inmates transferring to DOC, according to DOC transport procedures and protocol.
2. Inspect all inmate property and determine which items will be accepted for transport to DOC.
3. Sign for all checks provided by the Fiscal Specialist III from the individual inmate trust fund accounts following policy 1.02.004, Inmate Funds. Review and gather all necessary documentation prior to departure, including court paperwork and medical records.
4. Secure all inmates in restraints according to DOC transport procedures and protocol.